



	<b>No. 19-01</b>
<b>Subject:</b> CALSTARS Final Closeout Plan	<b>Date Issued:</b> 10/1/2019
<b>References:</b> Government Code section 11860 (b)	<b>Expires:</b> 06/30/2020

**PURPOSE:**

This COM is to inform departments of the CALSTARS final closeout plan.

**BACKGROUND:**

All former CALSTARS clients have transitioned to the Financial Information System for California (FI\$Cal). FI\$Cal is the book of record for all Waves and Releases. All daily, month-end close, and year-end close processes must be performed using the FI\$Cal system.

Department of Finance will now begin the close-out phase for CALSTARS. The CALSTARS availability timeline, upcoming changes, and the required department action items are provided below.

**CALSTARS AVAILABILITY:**

2017 and 2018 Release departments:

- Departments should only have report and view access at this time.
- Report and view access will be available up to June 30, 2020.

Wave 1, Wave 2, and 2016 Release departments:

- Departments may still have report and view access for pass-through reports.
- On-line history is no longer available.

**CHANGES FOR ALL DEPARTMENTS:**

- Batch processing will no longer be available.
- CALSTARS service and support may be limited.
- CALSTARS will process special report requests through June 15, 2020, if data and tables are still available. Submit requests on a flow basis.
- CALSTARS will process pass-through reports through June 30, 2020, if data is still available.
- CALSTARS Ropes license expires on June 30, 2020. Therefore, no report routing to department printers will be available after June 30, 2020.
- Beginning on July 1, 2020, CALSTARS will begin deleting all files, tables, data, etc., and closing out CALSTARS and OTech Time Share Option (TSO) user accounts.

**DEPARTMENT ACTION:**

- Departments are encouraged to order all required/necessary CALSTARS reports and data for retention purposes before their Wave/Release access is no longer available.
- Departments that do not need CALSTARS and TSO access prior to June 30, 2020, must send an e-mail to CALSTARS to request closing their CALSTARS and TSO accounts. Closing the accounts will delete all files, tables, data, etc. Once the request is fully processed, there will no longer be any OTECH and CALSTARS charges to the department. Send your request to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov) with the subject title: **CALSTARS and TSO Account Closure Request**.

Finance would like to thank you for being a valued customer of CALSTARS. We look forward to providing ongoing policy support, advice, and training to departmental accounting staff. If you have any questions, please e-mail CALSTARS Hotline at [Hotline@dof.ca.gov](mailto:Hotline@dof.ca.gov).

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